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# SUPERVISING STAFF NURSE I, SHERIFF

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**APPLY**

**Salary** ⓘ \$80,460.00 - \$117,216.00 Annually **Location** ⓘ Los Angeles County, CA

**Job Type** Full time

**Department** MENTAL HEALTH

**Job Number** b53404

**Closing** 11/20/2015 5:00 PM Pacific

## DESCRIPTION

## BENEFITS

### Position/Program Information



DEPARTMENT OF MENTAL HEALTH

EXAM NUMBER: b53404

**FILING START DATE: 11/06/2015 AT 8:00 AM**

### DEPARTMENTAL PROMOTIONAL OPPORTUNITY

Restricted to permanent employees of the County of Los Angeles Department of Mental Health who have successfully completed their initial probationary period.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**DEFINITION:**

Supervises nursing activities on a ward or in a clinic in a large Sheriff's Custody facility infirmary or an outlying custody facility for a shift.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class are characterized by responsibility for the overall operation of a clinic or in-patient area in a Sheriff's Custody facility for a shift and are distinguished from lower-level nursing positions by exercising administrative as well as technical nursing supervision over assigned professional nursing employees. These positions are responsible for the quality of nursing care provided in their units and maintain established standards by assigning, teaching, observing and formally evaluating subordinates as well as personally developing, and implementing inmate patient care plans and actively participating in administering medications and treatments. Assignments at this level require the knowledge and skill necessary to independently interpret technical indication of patient condition, such as temperature, respiration, pulse, skin color, and pains; and follow medical standing orders in determining the proper course of medical treatment. Duties performed at this level require utilization of effective communication skills and knowledge of legal procedure to respond orally and in writing to individuals or departments such as relatives, attorneys, the Probation Officer, and the Court inquiring about a patient's condition. While on duty, Supervising Staff Nurses I, Sheriff, may be required to prevent and control behavior of inmate patients which is not in accordance with custody facility rules. Supervising Staff Nurses I, Sheriff, may perform direct patient care duties; but, if they do so, they perform such duties during less than half of their work period.

**Essential Job Functions**

Supervises a group of registered nurses, nursing assistants and attendants providing nursing care and treatment to inmate patients on an assigned in-patient area or in a clinic.

Prepares and supervises the implementation of patient care plans for individual inmate patients admitted to the custody facility's hospital infirmary.

Schedules continuing education and training and assigns work to subordinates, observes work progress by making ward rounds, and prepares formal performance evaluations for professional and auxiliary nursing personnel.

Interprets and explains department policies, procedures and regulations to subordinates, visitors, and outside agencies.

Implements standardized Medical Services procedures, where clinically indicated.

Supervises clerical staff who provide support and ancillary services on an assigned ward or in a clinic.

Provides direct care to inmate patients, as necessary.

Orders special diets for inmate patients with illnesses such as diabetes and cardiac disease.

Participates in the conduct of in-house nursing care quality-improvement studies.

Collaborates with departmental, County, and professional health care providers concerning patient care issues and their solutions.

Provides relief in the absence of the Nurse Manager, who serves as shift or facility nursing manager.

Responds to medical emergency situations throughout the facility and provides emergency care such as basic life support and first aid.

### **Requirements**

#### **SELECTION REQUIREMENTS:**

#### **TRAINING AND EXPERIENCE:**

Two years' of full-time lead\* experience as a licensed Registered Nurse providing professional nursing care to inmate patients in a Sheriff's custody facility of the County of Los Angeles..

#### **LICENSE:**

Current possession of a valid, active, full-time, unrestricted, permanent license to practice as a Registered Nurse issued by the California Board of Registered Nursing\*\*.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### **PHYSICAL CLASS:**

3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

#### **Additional Information**

#### **Special Requirement Information:**

\*Lead experience is defined as providing nursing guidance to a group of professional nursing personnel engaged in direct inmate patient care activities by assigning work, training new subordinates, making rounds to observe work progress, giving instructions to nursing staff to ensure that work is done in accordance with Sheriff's Department policy and acceptable nursing practices, and making recommendations to supervising nurses regarding employee performance.

**\*\*The original Registered Nurse license issued by the California Board of Registered Nursing must be presented during the selection process and/or prior to appointment.**

**VERIFICATION OF EXPERIENCE LETTER (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification.

**OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION.**

**Withhold Information:**

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**Examination Content** This examination will consist of an evaluation of experience based on application information weighted 50% and an Appraisal of Promotability weighted 50%. The Appraisal of Promotability will evaluate Job Preparation/Professional Nursing Practice, Interpersonal Skills and Verbal/Written Communication and Comprehension, Analytical and Decision-Making Ability, Work Skills, Adaptability, Dependability, and Ethics, and Leadership.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.**

**Shift:** Any - Appointees may be required to work any shift, including evenings, nights, holidays, or weekends.

**Vacancy Information** The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.

**Eligibility Information** The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible list.

**APPLICATION AND FILING INFORMATION:      ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Any unsolicited documents such as: paper applications, resumes, etc. will not be accepted in lieu of completing the online application.

**Instructions for filing online:**

To apply online, CLICK on the "**APPLY**" tab for this posting.

Clear and legible copies of ANY REQUIRED documents (e.g. Diploma, Official Transcripts, License, Certificates, etc.), must be uploaded as attachments during application submission -or- sent by email to [Blucio@dmh.lacounty.gov](mailto:Blucio@dmh.lacounty.gov) (<mailto:Blucio@dmh.lacounty.gov>) within 15 calendar days of application submission. Indicate the Exam Title on the Subject line when sending required documents by email.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit where applicable, your online application must show complete license, education, and work experience information. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), number of employees supervised - if any, and complete and detailed description of related job duties. Statements or comments in the experience section that refer to any unsolicited document, example: "Refer to resume", etc., in lieu of entering the information in the online application will be considered as no response and will not be accepted. If range of hours is provided in the total number of hours worked per week section, experience will be prorated based on the lowest number of hours worked per week. **Each qualifying job experience must be listed separately to receive credit.**

Applications may be rejected at any stage during the selection process. **Applications with missing information will be rejected.**

All information supplied by applicants is subject to verification.

**SOCIAL SECURITY NUMBER:**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT LIBRARIES:**

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using

a family member or friend's user ID and password may erase a candidate's original application record.

**DEPARTMENT CONTACT:**

HR Examinations Unit: 213.972.7034

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<b>Agency</b>	<b>Address</b>	<b>Website</b>
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